

Land Surveyor/Surveyor-In-Training
Instructions for Preparing Applications

Complete the application carefully and neatly. Based upon information obtained from your application and supporting documentation, the board will determine your qualifications to: (A) take the examination for certification of SIT, registration of LS, or (B) be registered by comity.

LAND SURVEYOR APPLICATION-The examination consists of two (2) parts. Fundamentals of land surveying (FLS), is an eight (8) hour closed book examination administered in two (2) four (4) hour sessions. The principles and practice of land surveying (PLS), is an eight (8) hour examination which includes a six (6) hour open book examination administered in a four (4) hour AM session, and a two (2) hour PM session, and two (2) hour closed book examination pertaining to Land Surveying in Indiana. Comity applicants who have successfully completed the fundamentals of land surveying and the principles and practice of land surveying will be required to take only the two (2) hour Indiana law segment.

Furnish detailed actual land surveying experience. The practice of land surveying is defined in section 7 of the registration act, and while it is true that staking out of roads, storm drains, sanitary sewer extensions, etc., are included in this definition, it is essential that experience be shown in surveying as it pertains to the establishment or reestablishment of corners and boundaries of tracts to be used in preparation of deeds and conveyances.

LAND SURVEYOR-IN-TRAINING APPLICANTS- The three (3) required work references must be submitted by an individual having personal knowledge of your work ability. Those references do not necessarily have to be registered land surveyors. They can be submitted by your college professor (s), or individual (s) you have worked under.

APPLICATION COMPLETION INSTRUCTIONS:

1. Complete personal information section.
2. Complete ALL college data. Submit original certified transcripts (s) from each school attended.
3. The required experience as well as the education must be met as of the date of submission of the application.
4. Indicate LS or SIT registration information. The state (s) in which you took and passed the exam (s), if applicable, or if by comity, a state in which you are currently licensed must be verified by a completed NCEES standard verification form.
5. **REFERENCES**- registered land surveyor shall have personal knowledge of your experience and ability to qualify. Of the five (5) references, three (3) shall be registered land surveyors. Additional references will be required from applicants whose references indicate little knowledge of your professional ability.
6. The oath shall be signed by the applicant, notarized, and must include **notary seal or stamp**.
7. A photograph shall be attached to the application.

APPLICATION PACKAGE:

The applicant shall forward to each reference: (A) the letter to referee; (B) the reference for registration form with a self-addressed envelope (with applicants name and address); and (C) the "signature seal" envelope. The completed reference form from the referee ("signature seal") is to be inserted in the Professional Licensing Agency envelope, and returned to the applicant in the self-addressed envelope.

Provide complete company name(s), mailing address(es), and supervisor(s) for each period of employment with a clearly defined and detailed description of each position and work performed for board evaluation of professional level.

The applicant shall submit to the board: (A) the completed application; (B) the appropriate fee (\$10.00 application fee, \$75.00 comity fee, \$25.00 SIT fee); (C) certified copy of transcript(s); (D) sealed references; and (E) verified NCEES standard verification form, if applicable.

Completed applications shall be submitted for review at least three (3) months prior to the examination date according to the following schedule:

<u>YEAR</u>	<u>SPRING DATES</u>	<u>FALL DATES</u>
1998	APRIL 24,25	OCT. 30,31
1999	APRIL 23,24	OCT. 29,30
2000	APRIL 14, 15	OCT. 27,28
2001	APRIL 20,21	OCT. 26,27
2002	APRIL 19,20	OCT. 25,26
2003	APRIL 11,12	OCT. 24,25
2004	APRIL 16,17	OCT. 29,30
2005	APRIL 15,16	OCT. 28,29
2006	APRIL 21,22	OCT. 27,28
2007	APRIL 20,21	OCT. 26,27
2008	APRIL 11,12	OCT. 24,25
2009	APRIL 24,25	OCT. 23,24
2010	APRIL 16,17	OCT. 29,30
2011	APRIL 8,9	OCT. 28,29